



Policy: 1101
Procedure: 1101.01
Chapter: Communications
Rule: Use of ADJC/State Property

Effective: 12/05/06
Replaces: 1101 Rules
Dated: 06/21/01

Purpose:

Arizona Department of Juvenile Corrections (ADJC) employees shall use professional practices when using any ADJC/State property; this includes, but is not limited to the use of ADJC issued cars, copy machines, computers, fax machines, cameras, telephones, and mail services. Equipment should be maintained and care taken to minimize waste of supplies. Preventing the loss, damage, misuse, or theft of this property is the responsibility of each employee. All communications, mail, internet browser and e-mail, and long-distance calls shall be made in accordance with state and agency regulations.

Rules:

1. **ADJC EMPLOYEES** using ADJC/state property for other than state business purposes shall do so using the highest sense of reasonableness with respect to the nature and extent of the use.
2. **ADJC EMPLOYEES** shall use state property for personal use only when all of the following conditions are met:
 - a. No discernable additional cost or expense to the state is incurred;
 - b. There is not any noticeable negative impact upon the employee's performance of duties and provision of services;
 - c. There is not any noticeable negative impact upon other state employees in the performance of their duties or provision of services;
 - d. It does not bring discredit or embarrassment to the state.
3. **MIS** may furnish monthly internet use reports to supervisors upon request. These reports include a list of Internet sites visited by each user and the length of time spent at each site. If there is an intended need or possible use of Internet or services for non-business purposes, the **EMPLOYEE** shall confer with his/her supervisor first.
4. **ADJC EMPLOYEES** shall always answer telephones in a prompt, courteous, and a professional manner:
 - a. **DESIGNATED PERSONNEL** shall answer designated telephones in secure care facilities 24 hours a day;
 - b. **ALL EMPLOYEES** are responsible for answering telephones during normal business hours.
5. **ADJC EMPLOYEES** shall keep local, non-toll personal telephone calls to a minimum.
6. ADJC employees shall utilize long-distance telephone calls in a professional and cost-effective manner:
 - a. All long-distance business calls will be made on the Wide-Area Telecommunications Service (WATS) line, if available, by dialing "8" and then the number;
 - b. Collect calls of a business nature (e.g., from a parent) shall be kept to an absolute minimum, and personnel shall arrange a cost-effective alternative as soon as possible;
 - c. Long-distance phone calls from the field to an ADJC office shall be made through the Capitol Switchboard in order to reduce long-distance telephone charges. The numbers for the Capital Switchboard are:
 - i. Outside Phoenix, 1-800-352-8400;
 - ii. Inside Phoenix, 602-542-1282.
 - d. ADJC shall not pay for personal long-distance or personal collect calls.

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